

ELECTION COMMISSION OF INDIA

Nirvachan Sadan, Ashoka Road, New Delhi –110001.

No. 434/1/2008/ERS

Dated: 23rd October, 2008

To

The Chief Secretaries of
all the States / Union Territories
(except Chhattisgarh, Jammu & Kashmir,
Madhya Pradesh, Mizoram, Rajasthan & NCT of Delhi).

Subject: Special Summary Revision of Electoral Rolls w.r.t. 1st January, 2009 as
the qualifying date – Adequate Staff & Ban on Transfers / Postings.

Sir,

You are aware that under the provisions of Section 21(2)(a) of the Representation of the People Act, 1950, the electoral rolls for each constituency shall be revised in the prescribed manner with reference to 1st January as the qualifying date before each general election / bye-election, unless otherwise directed by the Election Commission for reasons to be recorded in writing. The Commission, as a matter of principle, orders revision of electoral roll every year. The nature of the revision may be of summary or an intensive one. The prime objective of the revision is to produce clean and accurate rolls with the cooperation and involvement of the electors, political parties, Rural and Urban local bodies, NGOs etc. The Commission has announced the schedule for Special Summary Revision of electoral rolls with reference to 1st January, 2009 as the qualifying date (Annexure-I). The next general election to Lok Sabha shall be conducted on the basis of 2009 roll.

Provision of adequate staff

This exercise requires a massive effort on the part of the electoral authorities in the State and you will appreciate that this cannot be completed without strengthening them with adequate staff. All vacant posts related to revision of rolls shall therefore be filled up.

Ban on Transfers during the revision period

The existing provisions of the Representation of the People Act, 1950 stipulates that any officer or staff employed in connection with the preparation,

revision and correction of the electoral rolls shall be deemed to be on deputation to the Election Commission for the period during which they are so employed and such officer and staff shall, during that period, be subject to the control, superintendence and discipline of the Election Commission.

Transfer of officials engaged in roll-revision during the period of revision will adversely affect the work and the quality of revision process. The entire process has a very tight schedule within which vast amount of work has to be completed. It involves meticulous planning, professional management, close supervision and monitoring. It is, therefore, necessary that during the aforesaid period the transfer of any officers engaged in this exercise should be avoided. In view of the extant provisions of the law the Commission reiterates its existing direction that no officials connected with the exercise of Revision of Electoral Rolls like the District Election Officers, the Electoral Registration Officers and the Assistant Electoral Registration Officers should be transferred from their places of posting without the prior concurrence of the Election Commission from the commencement of the work till its completion. In case it becomes absolutely necessary to make any transfer of the key election officers connected with the revision of rolls or there is any need for shifting of officers due to their promotion etc., the Election Commission would consider the same on merits on a case to case basis. Any proposal for inevitable transfer may be sent to the Commission giving detailed and full justification for the same. The case of transfer of the Booth Level Officers (BLO) can be decided by the Chief Electoral Officers on behalf of the Commission. The Commission expects that the State government will not take any action, which might in any way impede the smooth completion of the work relating to the Revision of Electoral Rolls.

Ban on deployment of certain officials

The Commission further desires that no officer / officials against whom the Commission has recommended any disciplinary action or against whom a criminal case is pending in any court of law, be associated with the election work or election related duty or with any revision work connected with electoral roll.

While implementing these directions, the CEO of the State / Election Commission of India shall be consulted while posting the new persons who stands transferred as per this direction.

The Chief Electoral Officers have been directed to intimate you about the changes, if any, made in the revision programme subsequently.

I am further directed to inform you that all transfers arising out of regular promotions including that of probationers (AIS as well as SCS) have been kept out of the purview of the ban on transfers during the revision process.

Copies of the instructions whenever issued in the above matter may kindly be sent to the Commission for its information and record.

Kindly acknowledge receipt immediately.

Yours faithfully,

**(RITVIK PANDEY)
SECRETARY**

Copy to:-

The Chief Electoral Officers of all the States / Union Territories (except Chhattisgarh, Jammu & Kashmir, Madhya Pradesh, Mizoram, Rajasthan & NCT of Delhi). They are requested to intimate the State Govt. of changes, if any, in the schedule of the programme of revision, whenever made. They are requested to ensure that all vacant posts are filled up and unfilled vacancies may be reported to the Commission.

Annexure-I

**Schedule for Special Summary Revision of Photo Electoral Roll
with reference to 1st January, 2009 as the qualifying date**

Sl. No	Stages of Revision	Period allowed stage-wise
1	2	3
1.	De-duplication campaign to remove duplicate entries of same voter	10 th October, 08 (Friday) to 25 th October, 08 (Saturday)
2.	Photography campaign for non-photo electors in the roll	10 th October, 08 (Friday) to 25 th October, 08 (Saturday)
3.	Providing the elector information in Formats 1 – 8	By 20 th October, 08 (Monday)
4.	Identification and appointment of staff (BLO/Designated Officer/Supervisor)	By 25 th October, 08 (Saturday)
5.	Preparation of CEO's website for draft publication of integrated rolls and providing search facility	30 th October, 08 (Thursday)
6.	Updation of Control Tables (including polling station Updation) & database	By 3 rd November, 08 (Monday)
7.	Training of Revision staff i.e. BLO/Designated Officer/Supervisor	By 3 rd November, 08 (Monday)
8.	Preparation of supplement of continuous revision and integration of rolls	5 th November, 08 (Wednesday)
9.	Draft Publication of Rolls	10 th November, 08 (Monday)
10.	Period for filing of claim and Objections	10 th November, 08 (Monday) to 24 th November, 08 (Monday)
11.	Photography of residual and new electors at DPLs	10 th November, 08 (Monday) to 10 th December, 08 (Monday)
12.	Reading of relevant part/section of photo electoral rolls in Gram Sabha/Local Bodies and RWA meetings etc & verification of names	13 th November, 08 (Thursday) and 16 th November, 08 (Sunday)
13.	Special Campaign dates with Booth Level Agents of political parties for receiving Claims and Objections	16 th November, 08 (Sunday) and 23 rd November, 08 (Sunday)
14.	Disposal of Claims and Objections	24 th December, 08 (Wednesday)
15.	Updating the database, merging of photographs, updating the Control Tables and preparation and printing of supplementary list	From 24 th December, 08 (Wednesday) to 8 th January, 09 (Thursday)
16.	Final Publication of Electoral Rolls	10 th January, 2009 (Saturday)